

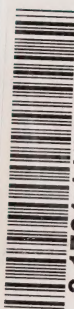
MINDING YOUR OWN BUSINESS

Government
Publications

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Reference Booklets for Small Business

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Federal Business Development Bank Banque fédérale
de développement



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Federal Business
Development Bank

Banque fédérale
de développement

CA1
FBD
-82M3

REFERENCE BOOKLETS FOR SMALL BUSINESS

Published by
FEDERAL BUSINESS DEVELOPMENT BANK



Federal Business Development Bank, 1983
901 Victoria Square
Montreal, Quebec
Canada

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FOREWORD

This pamphlet contains a listing of reference booklets, either free or of modest cost, that may be of interest to you in managing or starting your business.

The pamphlet is divided into two sections. The first, headed "Reference Booklets," lists the publications by business sector or topic. The title and price of the booklet is given along with an identification number of the publisher. The second section of this pamphlet is entitled "Publishers' Addresses" and lists, for each identification number of the publisher, the name and address of the publisher.

By using these two sections, you will be able to locate under the business topic or sector the booklets available and, by using the publisher's identification number, key the number to the name and address where you order each booklet.

The following illustrations explain the layout of this pamphlet:

| | | | |
|------------------|------------|--|--------|
| Business sector | 7. Tourism | Canadian Menu Manual: Recipes and Menu Ideas for the Foodservice Profession (FG5) | \$2.75 |
| Title of booklet | | | |

Publisher's
identification
number

Price

| | | |
|-----------------------------------|-----|--|
| Publisher's identification number | FG5 | Supply and Services Canada Publishing Centre Printing and Publishing Hull (Quebec) K1A 0S9 |
| Publisher's name and address | | |

Note: Orders for publications must not be sent to the Federal Business Development Bank. Order only from the names and addresses listed in the section "Publishers' addresses."

REFERENCE BOOKLETS

Prices
subject to
change

| | | |
|------------------|--|-----------|
| 1. Agriculture | Starting a Farm in Canada (FG1) | Free |
| 2. Exporting | Canadian Customs Duties ("Doing Business in Canada" series) (FG4) | Free |
| | Exporting — Importing ("Your Business Matters" series No. 4) (C18) | \$0.50 |
| | How to Finance Exports (C2) | Free |
| 3. Franchising | Franchising (A1) | \$2.00 US |
| | Investigate Before Investing (C24) | \$2.00 |
| 4. Manufacturing | Do-it-yourself Feasibility Study: New Manufacturing Ventures (C20) | \$15.00 |
| | How a Manufacturer Can Profit from Facts (FG9) | \$1.00 |
| | Management Audit for Small Manufacturers ("Small Business Management" series) (A2) | \$1.60 US |
| | Operating a Small Manufacturing Business in Alberta (PG1) | Free |
| | Operating an Independent Manufacturing Business (PG2) | Free |
| 5. Retailing | Apparel Stores (A1) | \$2.00 US |
| | Auto Supply Stores (A1) | \$2.00 US |
| | Bookstores (A1) | \$2.00 US |
| | Crafts Are Your Business (C5) | \$3.50 |

Available only from the sources indicated

**Prices
subject to
change**

| | | |
|--|--|-----------|
| | Do-it-yourself Feasibility Study: New Retail Ventures (C20) | \$15.00 |
| | Gift Stores (A1) | \$2.00 US |
| | The Handcraft Business (A1) | \$2.00 US |
| | Health Food Stores (A1) | \$2.00 US |
| | Home Furnishing Stores (A1) | \$2.00 US |
| | How a Retailer Can Profit from Facts (FG9) | \$1.00 |
| | How to Make Money in a Retail Store of Your Own ("The Canadian Small Business" series) (C13) | \$5.95 |
| | Mail Order Enterprises (A1) | \$2.00 |
| | Management Audit for Small Retailers ("Small Business Management" series) (A2) | \$1.80 US |
| | Operating a Small Retail Business in Alberta (PG1) | Free |
| | Operating an Independent Retail Business (PG2) | Free |

| | | |
|---------------------|--|-----------|
| 6. Service Industry | Bars and Cocktail Lounges (A1) | \$2.00 US |
| | Feasibility Study for New Service Ventures (C20) | \$18.00 |
| | Hairgrooming/Beauty Salons (A1) | \$2.00 US |
| | Operating a Small Service Business in Alberta (PG1) | Free |
| | Operating an Independent Service Business (PG2) | Free |
| | Restaurants (A1) | \$2.00 US |

Available only from the sources indicated

| | | |
|--------------------------------|---|-----------|
| 7. Tourism | Conversion to the Metric System: A Guide Manual for the Canadian Food Service Industry (C27) | \$2.00 |
| | Design in Tourism: Accommodation (FG5) | \$2.75 |
| | Design in Tourism: Restaurants (FG5) | \$3.50 |
| | Directory of Courses — Tourism, Hospitality, Recreation (FG3) | Free |
| | Environmental Health Practice in Recreational Areas (A3) | \$3.50 US |
| | The Inn Business (FG5) | \$3.75 |
| | Planning Canadian Campgrounds (FG5) | \$6.00 |
| | Planning Seasonal Tourist Accommodation: Four Design Alternatives (FG10) | \$3.00 |
| | Resources for Tourism, Hospitality, Recreation (FG3) | Free |
| | Selling Service: A Hiring and Training Manual for the Food-services and Hospitality Industry (C27) | \$5.00 |
| | Tourist Development (A Plan of Action for Tourist Development) (C24) | \$1.00 |
| 8. Accounting and Financing | ABC's of Accounting (C25) | Free* |
| | Basic Accounting for the Small Business (C10) | \$4.50 |
| | Cash Flow/Cash Management (A1) | \$2.00 US |
| | Control over Direct Costs and Pricing ("Your Business Matters" series No. 6) (C18) | \$0.50 |

* First copy free; prices for additional copies available on request from publisher.

Available only from the sources indicated.

| | Prices subject to change |
|--|--------------------------------|
| Credit Management and Collection ("Your Business Matters" series No. 10) (C18) | \$0.50 |
| Evaluation and Management of Fixed Assets ("Your Business Matters" series No. 11) (C18) | \$0.50 |
| Financial Analysis for Credit Managers (C6) | \$5.50 |
| Financial Recordkeeping for Small Stores ("Small Business Management" series) (A2) | \$4.00 US |
| Financial Reporting and Analysis ("Your Business Matters" series No. 5) (C18) | \$0.50 |
| Financing Canadian Industry ("Doing Business in Canada" series) (FG4) | Free |
| How to Read Financial Statements (C9) | \$1.50 |
| Investment Terms and Definitions (C9) | \$1.00 |
| Management Audit for Independent Business ("Your Business Matters" series No. 13) (C18) | \$0.50 |
| Management of Liabilities and Equities ("Your Business Matters" series No. 12) (C18) | \$0.50 |
| Planning and Budgeting ("Your Business Matters" series No. 7) (C18) | \$0.50 |
| Terminology for Accountants (C8) | \$13.75 |
| Understanding Financial Statements (A1) | \$2.00 US |

Available only from the sources indicated

| | | |
|----------------------------------|---|-----------|
| 9. Administration and Management | Bilingual Glossary of Terms and Expressions Used in the Office (FG5) | \$1.25 |
| | Control over Inventory Investments ("Your Business Matters" series No. 8) (C18) | \$0.50 |
| | Crime Prevention for Small Business (A1) | \$2.00 US |
| | Does Your Business Need a Check-up? (PG7) | Free |
| | An Employee Suggestion System for Small Companies ("Small Business Management" series) (A2) | \$1.10 US |
| | Equipment Leasing (A1) | \$2.00 US |
| | Financing a Business in Alberta (PG1) | Free |
| | Financing Small Business (A1) | \$2.00 US |
| | Good Management — Your Key to Survival ("Your Business Matters" series No. 3) (C18) | \$0.50 |
| | Guides to Profit Planning ("Small Business Management" series) (A2) | \$2.50 US |
| | Handbook of Small Business Finance ("Small Business Management" series) (A2) | \$3.00 US |
| | How Does your Company Measure up? — A Performance Check-List (C28) | \$10.50 |
| | How to Finance Your Business ("Your Business Matters" series No. 1) (C18) | \$0.50 |

Available only from the sources indicated

| | Prices subject to change |
|---|--------------------------------|
| How to Buy or Sell a Business (A1) | \$2.00 US |
| Improving Material Handling in Small Business ("Small Business Management" series) (A2) | \$1.25 US |
| Independent Business Handbook (PG2) | Free |
| Insurance and Risk Management for Small Business ("Small Business Management" series) (A2) | \$3.00 US |
| Insurance Guide for Credit Managers (C6) | \$4.00 |
| Insuring Business Risks in Canada (C10) | \$3.50 |
| Internal Control in the Small Business (C8) | \$3.50 |
| Life Insurance and the Businessman (C13) | \$6.95 |
| Management Succession (A1) | \$2.00 US |
| Personnel Guidelines (A1) | \$2.00 US |
| Pointers to Profit ("Your Business Matters" series No. 2) (C18) | \$0.50 |
| Property Management (A1) | \$2.00 US |
| Public Relations for Small Business: What it is and Why you Need it (C13) | \$6.95 |
| Running Your Own Business (C13) | \$5.95 |
| Significant Aspects of Credit Management (C6) | \$5.50 |
| Small Business — Building a Balanced Economy (C26) | \$4.95 |

Available only from the sources indicated

Prices
subject to
change

| | | |
|----------------------------------|--|-----------|
| | A Small Business of Your Own ("Starting and Managing" series) (A2) | \$3.75 US |
| | Small Store Planning for Growth ("Small Business Management" series) (A2) | \$2.40 US |
| | Steps to Starting a Business (A1) | \$2.00 US |
| | Successful People Management: How to Get and Keep Good Employees ("The Canadian Small Business" series) (C13) | \$5.95 |
| | Types of Security Available to Credit Managers (C6) | \$4.00 |
| <hr/> | | |
| 10. Marketing and Advertising | An Advertising Guide and Planning Manual for the Canadian Small Business (C19) | \$2.95 |
| | Advertising and Sales Promotion for Independent Business ("Your Business Matters" series No. 15) (C18) | \$0.50 |
| | Advertising Small Business (A1) | \$2.00 US |
| | Advertising for the Small Business (C10) | \$4.95 |
| | Creating a Market (C21) | \$4.00 |
| | Market Planning for Independent Business ("Your Business Matters" series No. 14) (C18) | \$0.50 |
| | Selecting Advertising Media — A Guide for Small Business ("Small Business Management" series) (A2) | \$3.75 US |

Available only from the sources indicated

Prices
subject to
change

| | | |
|---------------------------|---|--------|
| 11. Business Locations | Alberta Business Index (PG1) | Free |
| | The Business Environment ("Doing Business in Canada" series) (FG4) | Free |
| | Canadian Business Guide (C1) | Free |
| | Doing Business in Canada (C7) | Free |
| | Doing Business in New Brunswick (PG4) | Free |
| | Doing Business in Ontario (PG6) | Free |
| | Licensing and Regulations for B.C. Business (PG2) | Free |
| | Establishing a Business in Nova Scotia (PG5) | \$5.00 |
| | How to Establish a Business in Quebec (PG8) | Free |
| | How to Start a Small Business (PG13) | Free* |
| | Operating a Business in Montreal (C14) | Free |
| | Starting a Business in Alberta (PG1) | Free |
| | Starting a Small Business in Manitoba — A Guide to the Basic Legal Requirements (PG3) | Free |
| | Starting a Small Business in Ontario (PG14) | Free |

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| 12. General Business Statistics | Business Failure Record (C12) | \$14.50 |
| | Expenses in Retail Business (C16) | \$0.50 |

Available only from the sources indicated

| | | Prices subject to change |
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| <hr/> | | |
| | Federal Incentives to Industry ("Doing Business in Canada" series) (FG4) | Free |
| | Finding and Using Statistics (FG9) | \$1.00 |
| | How Contractors and Builders Can Profit from Facts (FG9) | \$1.00 |
| | Investment in Canada (C17) | Free |
| | Key Business Ratios in Canada (C12) | \$1.00 |
| | Small Business in Canada: A Statistical Profile, 1981. (FG4) | Free |
| | Sources of Information for Canadian Business (C4) | \$3.95 |
| | Statistics Canada Catalogue (FG9) | Free |
| <hr/> | | |
| 13. Labour | Labour Legislation ("Doing Business in Canada" series) (FG4) | Free |
| | Labour Standards in Canada (FG5) | \$2.50 |
| <hr/> | | |
| 14. Legal and Customs | The Bankruptcy Act — The Privileges, Protection and Rights of Creditors (C6) | \$4.00 |
| | Condensed Laws of Business for Credit Managers (C6) | \$4.00 |
| | Construction and Equipment Standards ("Doing Business in Canada" series) (FG4) | Free |
| | The Credit Management Compendium Facts and Forms (C6) | \$4.00 |
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Available only from the sources indicated.

Prices
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change

| | | |
|--|--|--------|
| | Forms of Business Organization ("Doing Business in Canada" series) (FG4) | Free |
| | Patents, Trademarks, Industrial Designs and Copyrights ("Doing Business in Canada" series) (FG4) | Free |
| | Selecting, Registering and Protecting Corporate Names (FG2) | Free |
| | You and the Law: What Every Small Business Owner Needs to Know (C13) | \$6.95 |

| | | |
|-----------|---|--------|
| 15. Taxes | Income Tax and the Small Business (FG6) | Free |
| | Property Assessment in Canada (Tax Paper No. 50) (C11) | \$2.50 |
| | Taxation and Independent Business ("Your Business Matters" series No. 9) (C18) | \$0.50 |
| | Taxation — Income, Business, Property ("Doing Business in Canada" series) (FG4) | Free |
| | Taxation — Sales, Excise, Commodity ("Doing Business in Canada" series) (FG4) | Free |

Available only from the sources indicated

PUBLISHERS' ADDRESSES

A. American Publishers (U.S.A.)

- A1 Bank of America
Small Business Reporter
Department 3120
P.O. Box 37000
San Francisco, Ca 94137
U.S.A.
- A2 Small Business Administration
Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402
U.S.A.
- A3 United States Department
of Health Education and Welfare
Center for Disease Control
Atlanta, Georgia
30333

C. Canadian Publishers

- C1 Bank of Nova Scotia
44 King Street West
Toronto, Ontario
M5H 1H1
- C2 Canadian Bankers' Association
1801 McGill College Avenue
Suite 720, 7th Floor
Montreal, Quebec
H3A 1Z4
- C4 The Canadian Chamber of Commerce
Commerce House
1080 Beaver Hall Hill
Montreal, Quebec
H3Z 1T2
-

-
- C5** Canadian Crafts Council
46 Elgin Street
Suite 16
Ottawa, Ontario
K1P 5K6
- C6** Canadian Credit Institute
931 Yonge Street
Box 500
Station "F"
Toronto, Ontario
M4Y 2L8
- C7** Canadian Imperial Bank of Commerce
Business Development Division,
Head Office
Commerce Court West
Toronto, Ontario
M5L 1A2
- C8** The Canadian Institute of Chartered
Accountants
250 Bloor Street East
Toronto, Ontario
M4W 1G5
- C9** The Canadian Securities Institute
P.O. Box 225
Commerce Court South
Toronto, Ontario
M5L 1E8
- C10** International Self-Counsel Press
306 West 25th Street
North Vancouver, B.C.
V7N 2G1
- C11** Canadian Tax Foundation
130 Adelaide Street West
19th floor
Toronto, Ontario
M5H 3P5
-

-
- C12** Dun & Bradstreet Canada Ltd.
P.O. Box 423, Terminal A
Toronto, Ontario
M5W 1E2
- C13** Gage Publishing Ltd.
164 Commander Blvd.
Agincourt, Ontario
M1S 3C7
- C14** The Montreal Board of Trade
1080 Beaver Hall Hill
Montreal, Quebec
H2Z 1S9
- C16** NCR Canada Ltd.
1675 Trans-Canada
North Service Road
Dorval, Quebec
H9P 1J2
- C17** Peat, Marwick, Mitchell & Co.
Public Relations Department
P.O. Box 31
Commerce Court West
Toronto, Ontario
M5L 1B2
- C18** Royal Bank of Canada
(Branches throughout Canada)
- C19** The Women's Advertising Club of Toronto
Book Order Department
P.O. Box 1019
Station "Q"
Toronto, Ontario
M4T 2P3
- C20** Institute for Small Business
P.O. Box 1240
Kitchener, Ontario
N2G 4H1
-

-
- C21** International Labour Office
Canada Branch
75 Albert Street, Suite 202
Ottawa, Ontario
K1P 5E1
- C24** Association of Canadian Franchisors
88 University Avenue
Suite 1005
Toronto, Ontario
M5J 1T9
- C25** The Canadian Certified
General Accountants' Association
Suite 740
1176 West Georgia Street
Vancouver, B.C.
V6E 4A2
- C26** Fitzhenry & Whiteside Ltd.
150 Lesmill Road
Don Mills, Ontario
M3B 2T5
- C27** Canadian Restaurant and Foodservices
Association
Book Sales Division
Nu-West Centre
80 Bloor Street West
Suite 904
Toronto, Ontario
M5S 2V1
- C28** Canadian Manufacturers' Association
1 Yonge Street
Toronto, Ontario
M5E 1J9
- C29** Bank of Montreal
(Branches throughout Canada)
-

| | | |
|---------------------------------------|------------|--|
| FG Federal Government (Canada) | FG1 | Agriculture Canada Information Services Ottawa, Ontario K1A 0C7 |
| | FG2 | Department of Consumer and Corporate Affairs Corporations Branch Place du Portage Hull, Quebec K1A 0C9 |
| | FG3 | Department of Industry, Trade and Commerce Canadian Government Office of Tourism 4th Floor East 235 Queen Street Ottawa, Ontario K1A 0H6 |
| | FG4 | Department of Industry, Trade and Commerce 235 Queen Street Ottawa, Ontario K1A 0H5 |
| | FG5 | Supply and Services Canada Publishing Centre Printing and Publishing Hull, Quebec K1A 0S9 |
| | FG6 | Revenue Canada Taxation (Your Local District Taxation Office) |

FG9 Statistics Canada
Publications Distribution
R.H. Coats Building,
Tunney's Pasture
Ottawa, Ontario
K1A 0T6

FG10 Department of Industry, Trade
and Commerce
Canadian Government
Office of Tourism
Tourism Development Branch
235 Queen Street
Ottawa, Ontario
K1A 0H6

PG Provincial
Government
(Canada)

PG1 Government of Alberta
Department of Tourism and Small
Business
Capitol Square
10065 Jasper Avenue
Edmonton, Alberta
T5J 0H4

PG2 Government of British Columbia
Ministry of Industry & Small Business
Development
Suite 315 Robson Square
800 Hornby Street
Vancouver, British Columbia
V6Z 2C5

PG3 Government of Manitoba
The Small Business Centre
Department of Industry and Commerce
No. 1 Lakeview Square
155 Carlton Street
Winnipeg, Manitoba
R3C 3H8

-
- PG4** Government of New Brunswick
Department of Commerce
and Development
Information Office
Box 6000
Fredericton, New Brunswick
E3B 5H1
- PG5** Nova Scotia Government
Bookstore
P.O. Box 637
Halifax, Nova Scotia
B3J 2T3
- PG6** Government of Ontario
Ministry of Industry and Tourism
Market Research Section
Industry & Trade Analysis Branch
900 Bay Street, Hearst Block
Toronto, Ontario
M7A 1S8
- PG7** Ontario Development Corporation
Mowat Block, Queen's Park
900 Bay Street
Toronto, Ontario
M7A 2E7
- PG8** Government of Quebec
Department of Industry, Commerce
and Tourism
Communications Division
710 Place d'Youville
Quebec, P.Q.
G1R 4Y4
- PG9** Government of Quebec
Department of Industry, Commerce
and Tourism
ch: 204
710 Place d'Youville
Quebec, P.Q.
G1R 4Y4
-

PG13 Ministry of Consumer
Commercial Relations
Communications Services
9th Floor
555 Yonge Street
Toronto, Ontario
M7A 2H6

PG14 Ministry of Government Services
Publications Centre
880 Bay Street, 5th Floor
Toronto, Ontario
M7A 1N8

MYOB Pocketbooks

The Bank also publishes the **Minding Your Own Business** series of pocketbooks for owner/managers of small businesses and for people wanting to start their own businesses.

Pocketbook Volume 1 covers several areas of administration and financial management that are important to small business. Topics range from Managing Your Current Assets and Forecasting For A Business to Paying Your Employees and Equity Capital.

Pocketbook Volume 2 covers five areas of importance to the retailer: Planning the Start, Financing, Pricing, Inventory Control, and Advertising and Promotion.

Pocketbook Volume 3 covers Franchising, Restaurants, Motel/Inns and How to Buy or Start a Service Business.

These pocketbooks are available at a nominal charge from any FBDB branch or regional office.

Profits/Small Business News

The Federal Business Development Bank also publishes a quarterly publication entitled **Profits** which is distributed free to businesses across Canada. **Small Business News** is a regular supplement in **Profits** and provides information on relevant developments, sources of assistance, and other timely items of interest. Each issue of **Small Business News** is directed to the immediate needs of small business owner/managers across Canada.

FBDB OFFICES

Across Canada, the FBDB has a network of regional and branch offices. The Management Services staff can provide you with more information on the FBDB Management Services programs for small business.

ATLANTIC REGIONAL OFFICE
Federal Business Development Bank
Suite 1400, Cogswell Tower
Scotia Square
Halifax, N.S. B3J 3K1

QUEBEC REGIONAL OFFICE
Federal Business Development Bank
800 Victoria Square,
Montreal, Quebec, H4Z 1C8

ONTARIO REGIONAL OFFICE
Federal Business Development Bank
250 University Avenue,
Toronto, Ontario, M5H 3E5

PRAIRIE AND NORTHERN REGIONAL OFFICE
Federal Business Development Bank
161 Portage Avenue,
Winnipeg, Manitoba, R3B 0Y4

BRITISH COLUMBIA AND YUKON REGIONAL OFFICE
Federal Business Development Bank
900 West Hastings Street,
Vancouver, B.C. V6C 1E7

